

**BY ORDER OF THE COMMANDER
914 AIRLIFT WING**

914 AIRLIFT WING INSTRUCTION 24-302

10 MARCH 2015

Transportation

BASE VEHICLE MANAGEMENT



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 914 LRS/LGE

Certified by: 914 MSG/CC
(Col. Alan C. Teauseau)

Pages: 5

This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles* and AFI 24-302, *Vehicle Management*. This instruction establishes procedures and responsibilities governing the dispatching and operation of government owned vehicles at the 914th Airlift Wing, Niagara Falls ARS. It applies to all personnel operating government vehicles assigned to the 914th Airlift Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) 847, *Recommendation for Change of Publications*; route AF 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management Program, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>

1. Dispatching. Vehicles are not dispatched for trips beyond the established permitted operating distance of 100 miles without the approval of the Accountable Officer (914 MSG/LGE) or assigned Contracting Office Representative (COR).

2. Vehicle Accident/Abuse Procedures:

2.1. All Government Owned Vehicles (GOV) involved in an accident, or found to have damage not previously reported (Abuse/Incident), must be turned into the 914 LRS/LGRVM as soon as possible, but no later than the next duty day, so the damage assessment and initial repair cost estimate can be accomplished.

2.1.1. IAW AFI 24-302, Para 10.4.10.5 and this instruction, a Standard Form 91, *Motor Vehicle Accident Report*, and DD Form 518, *Accident Identification Card*, must be completed with all pertinent information and provided upon vehicle turn-in to Vehicle Maintenance. The DD Form 518 will only be filled out when another vehicle is involved and will be filled out without Social Security block completed. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted.

2.1.2. IAW 24-302, Para 1.13, All Vehicle Management operation & maintenance (O&M) funds expended for vehicle accident and abuse repair costs, including contract cost, will be reimbursed to Vehicle Management by the owning organization or the organization responsible for the damage if not the owner.

2.1.3. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. Commanders may initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, investigation into the circumstances involving any accident or suspected vehicle abuse case where gross negligence is suspected. If the investigation reveals an operator's gross negligence IAW AFMAN 23-220, *Reports of Survey for Air Force Property* Vehicle Management notifies the applicable commander or equivalent and Vehicle Control Officer (VCO) of the unit involved, along with Base Legal, Finance and Safety Office as applicable.

3. Official Use of Government Vehicles.

3.1. Temporary Duty. Transportation may be provided between lodgings and duty stations for personnel on temporary duty when public or commercial resources are inadequate or nonexistent.

3.1.1. Sustenance: Between places of business or lodging and eating establishments, drugstores, places of worship, laundry cleaning establishments and similar places required for sustenance of the member whether on or off-base. If used off base, restrict use to reputable establishments within a reasonable distance of the installation.

3.1.2. Entertainment and Morale. Between places of business or lodging and installation bowling centers, officer/enlisted clubs, gymnasiums, or any other on-base NAF facility required for the comfort or health of the member. Use for transportation to or from off-base entertainment or recreational facility is prohibited.

3.2. Permanent Party. Official use includes transportation to or from Air Force scheduled appointments on or off-base.

3.2.1. Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the immediate vicinity or direct route of the off-base work site. The intent is to allow personnel working away from their duty site the opportunity to obtain meals without incurring additional time/fuel cost of returning to station. This not to be taken as authority to stop as a matter of convenience when in transit between sites.

3.2.2. Personnel conducting official off-base duties are authorized to respond to personal emergencies. Examples are notification of a life threatening or serious injury to themselves or a dependent or substantial damage to personal property.

3.3. Emergency Response Personnel. Security Forces and Fire Department personnel are authorized to travel to the base gymnasium, credit union, and on-base eating establishments, to include the Base Exchange when on duty. This is to afford personnel to remain on duty and maintain the ability for immediate response.

4. Maximum Driving times for 2T1X1 Personnel. IAW 49 CFR Chapter III, Part 395, the maximum driving time for property carrying vehicles is 11 hours following 10 consecutive hours off duty. For passenger carrying vehicles the maximum driving time is 10 hours following 8 consecutive hours off duty. Vehicle Operators will not drive any Government Vehicles including, but not limited to: tractor trailers, buses, forklifts, etc more than 10 consecutive/continuous hours to exceed 12 hours without 10 consecutive hours of rest.

4.1. The LRS commander is the approval authority for any one time exception to exceed the maximum driving times as a matter of military necessity.

5. Vehicle Idling Policy. IAW AFI 24-302, Para 11.9, a 5 minute idling policy is in effect for all vehicles with the exception of those listed in Para 11.9.8.

STEVEN B. PARKER, Col, USAFR
Commander, 914th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Policy Directive 24-3, *Management, Operation and Use of Transportation Vehicles*, 9 October 2013

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 Jul 1996

AFI 24-302, *Vehicle Management*, 26 Jun 2012

Adopted Forms

AF 847, *Recommendation for Change of Publication*, 22 Sep 2009

DD 200, *Financial Liability Investigation of Property Loss*, Jul 2009

DD 518, *Accident Identification Card*, Oct 1978

SF 91, *Motor Vehicle Accident Report*, Feb 2004

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AW—Airlift Wing

CFR—Code of Federal Regulations

DOD—Department of Defense

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Terms

Adopted Form—A form used (required) in a publication other than the prescribing publication

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Certifying Official—A minimum of one organizational level above the OPR, this individual certified the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content.

Directive Publication—Publication that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air

force personnel *must* comply with these publications. All publications in this category carry the following statement: “**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**”

Form—A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

Publication—An officially produced, published, and distributed document issued for compliance, implementation, and or information. Includes Policy and Guidance Memorandums.